

Getting Started with ePM

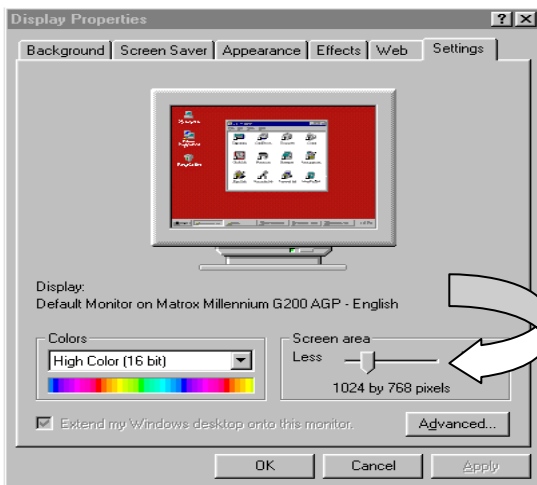
Preparing Your Computer for ePM

1. Monitor Settings

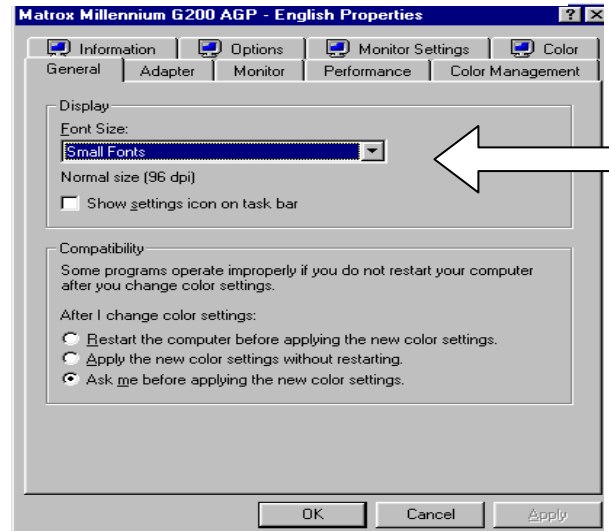
ePM was designed with the industry standard resolution of **1024x768**. If your monitor is set to a lower resolution, you will have to scroll to see the entire screen.

To change your monitor setting: Click on the monitor icon on the taskbar at the bottom right of the screen or right click on the desktop.

- On the menu that appears, choose Display Properties.
- When the Display Properties dialog box appears, use your mouse to move the arrow under “Screen Area” until **1024 x 768** is displayed.



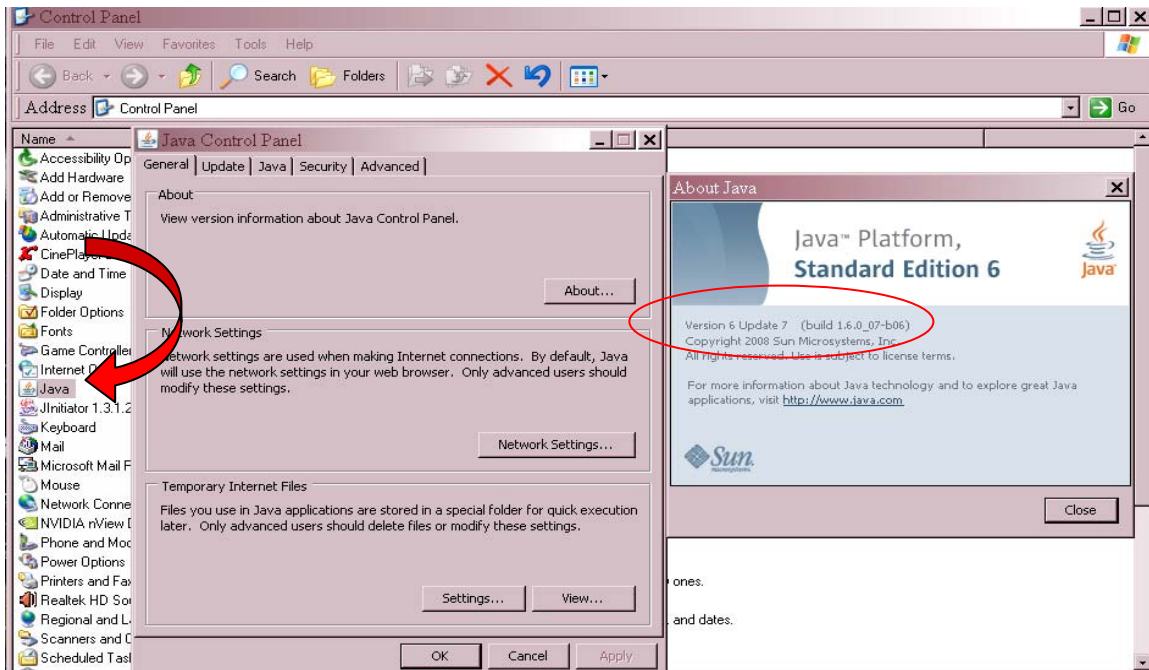
- Click [Advanced], and choose the General tab.
- Be sure that “Small Fonts” is selected.



2. Check Your Java Application Version

Make sure that you have the current version of Java installed on your computer.

The easiest way to check your Java version is to open the Start menu (found at lower left of your computer screen.) Choose **Control Panel** and then **Add or Remove Programs**.



A list of the programs on your computer is displayed. Double-click “Java”. When the Java Control Panel dialog is displayed, on the General tab, click “About.” The “About Java” window appears. Check the version and update (you need Version 6, Update 11 or higher.) If you have an older version of Java, or if you don’t have it at all, you can go to <http://www.java.com/en/> and download the program at no charge.

3. Web Browser Settings

ePM works with most recent versions of Internet Explorer and Netscape. New versions of Mozilla Firefox also use ePM successfully. **However, we are currently unable to support the use of Windows Vista with ePM.**

To set up your Web browser to use ePM, follow these instructions:

4. Pop-Up Blockers in Windows XP

Some users of Windows XP experience difficulty due to the built-in pop-up blocker in Internet Explorer. If your ePM screen appears briefly and then disappears, or does not appear at all, try the following:

To check which version of Windows you are running, including the service pack level, on the Windows Desktop right-click on My Computer. Select Properties. The Windows version is displayed.

If you have Windows XP, follow the steps below (previous versions of Windows do not have the security features that make these steps necessary.)

1) Open Internet Explorer. On the menu, go to **Tools | Pop-up Blocker | Pop-up Blocker Settings** (an alternate method is **Tools | Internet Options | Privacy | Pop-up Blocker | Settings**.)

2) In the box under "Address of Web site to allow:" enter these URLs:

***.udot.utah.gov**

***.utah.gov**

Click "Add".

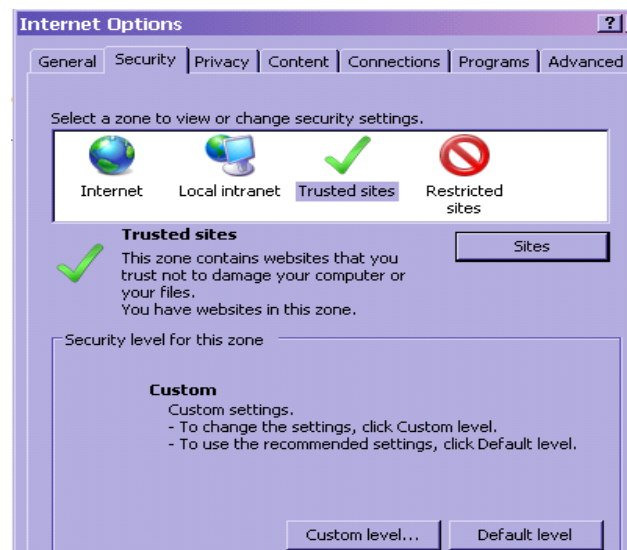
3) When finished, go to **Tools/Internet Options**. Click the **Security** tab.

4) On the Security tab, click **Custom Level**. When the Security Settings dialog opens, change the following settings (see illustrations below):

- Under **"ActiveX controls and plug-ins"**
 - locate **"Automatic prompting for ActiveX controls"** and click **Enable**.
 - Locate **"Download signed ActiveX controls"** and click **Prompt**.
 - Locate **"Run ActiveX controls and plug-ins"** and click **Enable**.
- Scroll down.
- Under **"Downloads"** locate **"Automatic prompting for file downloads"** and click **Enable**

5) Still on the Security tab, click the **Trusted Sites** icon.

- Click the Sites button.
- Enter the following URLs in the Trusted Sites list: **https://*.dot.utah.gov**
https://app.udot.utah.gov
- Click to check the box for "Require server verification (https) for all sites in this zone."



- Click OK to commit the changes and close the dialogue.

Other pop-up blockers found in downloadable toolbars (Google, MSN, Yahoo!, etc.) can also cause difficulty. In order to use these toolbars with ePM, you must ensure that their settings allow ePM as a pop-up.

Logging Onto ePM

Point your browser to <http://www.udot.utah.gov/go/epm>

The link to the ePM Logon screen is found in the words "ePM Log On"

5. JInitiator

JInitiator is a Java plugin from Oracle, a program that enables ePM to run with the Web browser. When a user first accesses ePM, ePM looks for JInitiator on the user's computer and will install it automatically if it doesn't find it.

Minimum system requirements for Oracle JInitiator are:

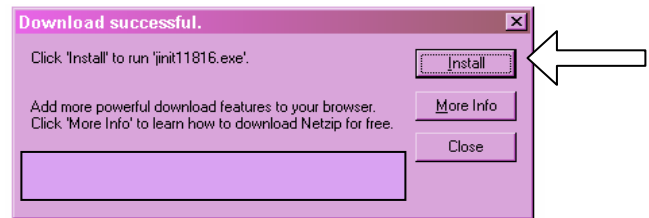
Pentium 166 MHz or better processor

70 MB free hard disk space before installing

32-48 MB system RAM minimum for running Oracle Forms applications

You will see a dialog box asking if you wish to install and run JInitiator. Click OK or Next to continue installation.

If you wish, change the directory in which JInitiator will be saved. Click [Save] to download JInitiator.



When the download is complete, click [Install].

Let the program install itself. Remember that the files are large and it may take a few minutes.

6. Logging On

When the installation is complete, the ePM log on page is displayed. Enter your user ID and press TAB or ENTER. Enter the temporary password given to you by the ePM Team to log on.

The “User Profile Information” page opens. This is where you change your password. Type in your temporary password in the “Old Password” box, then TAB down and enter a new password twice. Click the [Save Security] button. You should receive a message “Password successfully changed.”



In the “Profile” area of the screen, please update your phone number and e-mail address. This enables you to receive email from ePM's interactive scheduling and contract features. Click the [Save Profile] button.

Click the [Return to ePM] button to return to the main entry screen. The menu buttons at the right of the screen become active. You are now ready to use ePM.

Sometimes ePM users encounter an error when ePM is started that causes the Web browser to close and a Windows error message to appear. If this happens, if you have other difficulties with ePM, or If you have any questions or comments, please contact the ePM team for assistance at the number below.

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